SWR Change Management Process (PRR & PAR)

Proposed revisions or concerns with scope/concept, schedule or budget are identified in various ways:

- Routine design progress
- Production Meetings
- 30/60/90 Reviews
- PS&E submittal
- Design Milestone Report (DMR)

The Programming Engineers can make certain revisions (varies by program). Other revisions must go to the Change Management Meeting [Program Revision Review (PRR) or Project Action Review (PAR)] for region approval.

Meetings are held the third
Wednesday of each month. One
week prior to the meeting,
Programming Engineers
assemble and send out the PRR
Log Sheet and/or PAR List to
involved Management and Staff.
Note: LC 10 thru LC 20 only.



(or as determined by Programming Engineer)

- Estimate changes ± \$300,000 (LET, R/E, UTL, RR)
- SFY moves not initiated by Programming (LET, R/E, UTL, RR)
- Scope/concept changes (LET)
- Removal of Advanceable dates (LET)
- FFY moves not initiated by Programming (LET)

<u>Criteria for Project Action Review</u>
(See Project Action Review Selection Process flowchar<u>t</u>.)

- Design Start date 45 days out (blue) or overdue (red)
- Env Doc end date 45 days out (blue) or overdue (red)
- DSR end date 45 days out (blue) or overdue (red)
- R/W Plat end date 45 days out (blue) or overdue (red)
- R/E acq start/end dates 45 days out (blue) or overdue (red)
- R/E acq duration less than 24 months or as agreed on
- UTL rel start /end dates 45 days out (blue) or overdue (red)
- UTL rel duration less than 7 months or as agreed on

Project Teams attend to present their requests and/or proposals. Managers (Programming Manager, TSS Manager and PDS Managers) approve, deny, or table requests. Decisions* are documented and the notes and action items are distributed as needed.

* This is region approval. BSHP's approval is also required for BB and HSIP changes and will be sought after obtaining region approval:

Backbone: • Estimate changes \pm \$200,000

- Scope changes
- SFY moves not initiated by BSHP
- HSIP: Estimate changes vary; see Programming Engineer
 - Scope changes ⇒ new HSIP application usually required
 - SFY moves ⇒ PRR and BSHP's HSIP Coordinator